

November 4, 2014 GENERAL ELECTION



CANDIDATE'S HANDBOOK

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GENERAL INFORMATION FOR CANDIDATES

FILE FOR ONLY ONE OFFICE

A candidate may file for only one office at the same election. (EC Sec. 8003, 10603)

NOMINATION DOCUMENTS

Only Nomination Documents issued by the Tuolumne County Elections Office may be used. THE PERIOD IN WHICH A CANDIDATE MAY OBTAIN nomination Documents begins 113 days before and ends 88 days before the date of the election. The forms are available at the Tuolumne County Elections Office, 2 S. Green Street, Sonora, between the hours of 8 a.m. and 5 p.m. Monday through Friday, excluding holidays. State law requires that all Nomination Documents contain the candidate's name and elective office title to which he/she is seeking nomination or election and be signed by the election official at the time of issuance.

WRITTEN AUTHORIZATION FROM CANDIDATE

Nomination Documents will not be issued to or accepted from an unauthorized person. The authorization must be in writing and signed by the candidate, and in the precise form/wording dictated by the Election Code.

SCHOOL DISTRICTS

Qualifications: A candidate must be a registered voter in the district (or trustee area in the case of the Tuolumne County Board of Education and Sonora Union High School District). (Ed Code 5000 et seq., EC 201)

Filing requirements: File a Declaration of Candidacy with the County Clerk during the filing period. No filing fee is required. (EC 10602)

Taking office: Terms expire the first Friday in December. (Ed Code 5000) Board members are seated at the annual organizational meeting of the board held following the election. (ED Code 5000, 35143)

SPECIAL DISTRICTS

Qualifications: Candidates for special district offices shall be registered voters in their respective districts at the time of filing Nomination Papers. (EC 201)

Filing requirements: File with the County Clerk during the filing period a Declaration of Candidacy. No filing fee is required. (EC 10510)

Taking office: Successful candidates assume office at noon the first Friday in December following the general district election. (EC 10554)

NAME ON THE BALLOT

The ballot name may be designated as follows:

- First, middle and last name.
- Initials only and last name.
- A nickname may be included but must be in quotation marks, not parentheses.
- A familiar short version of the first name, such as “Bill” for “William”, “Dick” for “Richard” or “Jim” for “James”.
- No titles or degrees are allowed in the ballot name. (EC Sec. 13106)
- A change in legal name is not allowed unless the change was made by marriage or by court decree. (EC Sec. 13104)

BALLOT DESIGNATION

Listing a vocation/occupation/profession/elected position below your name on the ballot is optional. If you choose to do so, you must adhere to the following requirements:

- Elective Office Title – You may use an elective title if you were elected to the office and are still in that office at the time of filing. You may use the term “incumbent” if running for the same office. If you were appointed, you must use “appointed incumbent” or the word “appointed” and the title of the office held. Ballot designations of “Incumbent” or “Appointed Incumbent” must stand alone.
- Exception: Candidates appointed to office in lieu of an election may use “incumbent” and need not use “appointed incumbent”.
- Principal Occupation – You are limited to three words to describe your principal profession, vocation or occupation.

Acceptable Ballot Designation Definitions

Profession	A field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual.
Vocation	A trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his/her time. May include child rearing, homemaking, elderly and dependent care.
Principal	<p>A substantial involvement and effort such that the activity is one of the primary, main, or leading professional, vocational, or occupational endeavors of the candidate. The term “principal” precludes any activity which does not entail a significant involvement on the part of the candidate.</p> <p>If the candidate does not have a current principal profession, vocation, or occupation, he/she may use that of the calendar year immediately preceding the filing of the nomination papers.</p> <p>Has a current license issued by the State of California.</p>
Retired	<p>Prior to retiring, the candidate worked in the profession, vocation, or occupation for more than 5 years.</p> <p>The candidate is eligible to collect retirement benefits or other type of vested pension.</p>

	<p>The candidate has reached at least the age of 55 years.</p> <p>The candidate voluntarily left his/her last professional, vocational, or occupational position.</p> <p>The candidate has not had another more recent, intervening principal profession, vocation, or occupation.</p> <p>“Retired” must appear before the rest of the ballot designation and may not be abbreviated.</p>
Community Volunteer	<p>Community volunteer activities constitute the candidate’s principal profession, vocation, or occupation.</p> <p>The candidate is not engaged concurrently in another principal profession, vocation, or occupation.</p>
Incumbent	<p>The candidate was elected or appointed in lieu of election and must be running for the same office.</p> <p>Must be used as a noun and stand alone.</p> <p>If the candidate was appointed (except for Superior Court Judge) he/she must use “appointed incumbent”.</p>

Unacceptable Ballot Designations

Avocations	A casual or occasional activity, diversion, or hobby pursued principally for enjoyment and in addition to the candidate’s principal profession, vocation, or occupation. Avocations include but are not limited to hobbies, social activities, volunteer work, matters pursued as an amateur. Examples: Boy Scout Leader, Amateur Pilot, Cyclist.
Pro Forma Professions, Vocations, or Occupations	Positions held by the candidate which consume little or none of the candidate’s time and which, by their nature are voluntary or for which the candidate is not compensated. Examples: Volunteer Firefighter, Honorary Professor, Goodwill Ambassador.
Status	A state, condition, social position, or legal relation of the candidate to another person, persons, or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his/her livelihood or spends a majority of his/her time. Examples: Philanthropist, Activist, Taxpayer, Concerned Citizen, Husband, Wife.
<ul style="list-style-type: none"> ❖ Anything that would mislead voters ❖ Commercial identification ❖ Evaluations, such as “expert”, “leading”, “eminent” ❖ Anything denoting prior status other than retired ❖ Political parties ❖ Ethnically or racially derogatory language ❖ Unlawful activities 	

Ballot Designation Word Counting [Elections Code 13107(a)(3)]

- ❖ No more than three (3) words, unless the designation is an elected office.

- ❖ California geographical names are one (1) word and shall be limited to the names of cities, counties, and states.
- ❖ Hyphenated words that appear in a generally available standard dictionary published within the last ten (10) years are one (1) word.

Ballot Designation Grammar [CA Code of Reg. Sec 20714(f)]

- ❖ Multiple principal professions, vocations, or occupations must be separate by a slash (/).
- ❖ The ballot designation shall be grammatically correct, generic, and spelled correctly.
- ❖ Punctuation shall be limited to the use of a comma and a slash.
- ❖ Hyphens may only be used if a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary.
- ❖ All California geographical names shall be one (1) word and shall be limited to the names of cities, counties, and states.
- ❖ An acronym is one word.

Some examples of approved ballot designations are:

Apprentice Electrician
 Businesswoman/Business Owner/Businessman
 Cosmetology Instructor/Educator
 Community Representative/Parent
 Environmental Scientist
 Freelance Journalist
 Land Use Consultant
 Legislative Analyst/Instructor
 Management Consultant
 Parent/Registered Nurse
 Pilot/Environmentalist/Businesswoman
 Retired Educator
 Retired Business Executive
 Software Communications Engineer
 Teacher

Some examples of ballot designations that would require change:

Original

Conductor
 Designer, Builder, Flight Instructor
 Energy/Environmental Consultant
 Homemaker/Volunteer/Advocate
 Internet Development
 Officer Non-Profit Organizations
 Policy Consultant
 Silicon Valley Executive

Change To

Train Conductor/Switchman
 Designer/Builder/Educator
 Environmental Energy Consultant
 Community Volunteer
 Internet Developer
 Non-Profit Organizations Officer
 Government Policy Consultant
 Software Sales Executive

There are other restrictions, but these are the most common. The candidate will be notified by the Elections Office if a Ballot Designation is in violation of the above

requirements and/or restrictions. If an alternative Designation is not provided within the deadline set by the County Clerk, NO designation will appear on the ballot. (EC Sec. 13107)

EXTENSION OF NOMINATION PERIOD

If an incumbent for office fails to file Nomination Documents by the deadline date, the nomination period is extended for five calendar days. During this period, any qualified person other than the incumbent may file nomination papers for the office in question.

▶▶▶▶ CANDIDATE CANNOT WITHDRAW ◀◀◀◀

After **August 8**, 88 days prior to the election, no candidate whose Declaration of Candidacy has been filed for any general district election may withdraw as a candidate (EC Sec. 10510). The candidate's name shall be printed on the ballot, unless the candidate has died and that fact has been ascertained by the officer charged with the duty of printing the ballots at least 68 days before the date of the election. (EC Sec. 8810)

INSUFFICIENT NUMBER OF CANDIDATES (EC Sec. 10515, Ed Code 5326, 5328, 5328.5)

If only one person has been nominated or there are no nominees for the office to be filled or in the case of members elected at large or by trustee areas, there are fewer nominees than the number to be elected, and a petition signed by 10% of, or 50, voters (whichever is the smaller number) has not been submitted, an appointment will be made. The qualified person nominated shall be seated at the organizational meeting of the board, or if an insufficient number is nominated, the governing board shall appoint as necessary at a meeting prior to Election Day. Persons so appointed shall be seated at the organizational meeting as if they had been elected. In the event no one is nominated, the governing board shall publish a notice one time in a newspaper of general circulation in the district stating the board intends to make an appointment and informing the public how to apply for the office.

VOTE BY MAIL BALLOT INFORMATION

Any person, including candidates and members of campaign organizations, can distribute applications for vote by mail ballots providing the application meets the requirements of California Elections Code Sec. 3006 as to its contents. **All forms must be pre-approved by the County Clerk.** The name of any organization, which authorizes the distribution of the applications, must be included on the form.

NOMINATION PROCEDURES

STEP 1 – APPLY FOR NOMINATION DOCUMENTS

Candidates must supply the following information for Candidate's Worksheet: Name, residence and mailing address, telephone numbers and the elective office title for which

he or she is applying. This information is used in preparing the Nomination Documents. Candidate qualifications are checked at this time.

STEP 2 – RECEIVE NOMINATION DOCUMENTS

A candidate's Filing Checklist is prepared by the Elections Office. The following documents will then be issued to each candidate:

1. Declaration of Candidacy (document prepared and retained by the Elections Office) accompanied by the Ballot Designation Worksheet
2. Candidate Statement of Qualifications Form (optional)
3. Acknowledgement of Due Date for Payment of Statement of Qualification Fee
4. Statement of Economic Interests Form 700 (not applicable to nominees from June Primary Election)
5. Candidate Campaign Statement Form 470 (candidates may request Forms 410, 460, 470 Supplement and 501 as needed)
6. FPPC Acknowledgement Form
7. Code of Fair Campaign Practices (optional)
8. Cal Trans sign ordinance information
9. PG&E sign ordinance information
10. Language of Government Code Section 84305
11. Candidate's Handbook

STEP 3 – COMPLETE NOMINATION DOCUMENTS

DECLARATION OF CANDIDACY FORM

California Election Code law requires candidates to publicly declare their intention to run for office. The Declaration of Candidacy form is issued for this purpose. Elections Office staff will complete most of the Declaration of Candidacy form for the candidate.

The items that must be completed by the candidate include:

1. Printed name for use on the official ballot.
2. Ballot Designation for use on the official ballot (refer to provisions provided in the General Information Section of this manual).
3. Incumbency in any other elected public offices.
4. Signature and date where applicable.

STEP 4 – FILE NOMINATION DOCUMENTS AND CAMPAIGN DOCUMENTS

The following documents must be filed by the final filing date:

1. Declaration of Candidacy (per EC Sec. 8028(a) Declaration cannot leave Elections Office except as provided in EC 8028(b))
2. Candidate Statement of Qualifications (if desired)
3. Acknowledgement of Due Date for Payment of Statement of Qualification Fee
4. Signed FPPC Information Acknowledgement
5. Statement of Economic Interests Form 700
6. Campaign Disclosure Statement Form 470 (or other FPPC forms as requested by candidate – see details below)

STEP 5 – FILE FAIR POLITICAL PRACTICES COMMISSION (FPPC) DOCUMENTS

The following FPPC documents must be filed in location(s) and by deadlines as specified on each form:

Form 501 – Candidate Intention Statement

File this form prior to soliciting or receiving any contribution, or expenditure of any personal funds (except personal funds used for the filing fee and/or statement of qualifications in the ballot pamphlet). Local candidates file one original form with the Tuolumne County Elections Office. State candidates file this form with the Secretary of State's Office.

Form 410 – Statement of Organization

File this form within 10 days of receiving \$1000 in contributions. Personal funds (except personal funds used for the filing fee and/or statement of qualifications in the ballot pamphlet) used to seek or hold elective office is counted toward this \$1000 threshold. An original and a copy of this form are filed with the Secretary of State's Office, and another copy is filed with the Tuolumne County Elections Office. Upon receipt of the Form 410 the Secretary of State's Office will assign an identification number, and they will send you written notification of your identification number. Identification numbers are also posted on the Secretary of State's website at: <http://cal-access.ss.ca.gov/Campaign/Candidates>.

Form 460 and Form 470 – Campaign Disclosure Reports

If you form a committee:

File Form 460-Recipient Committee Campaign Statement if you have a controlled committee and you raise contributions totaling \$1000 (or more) or spend \$1000 (or more) during the calendar year. You must file the Form 460 by the filing deadlines specified in the campaign statement filing schedule located at the end of this handbook. Local candidates file an original and a copy with the Tuolumne County Elections Office. State candidates file an original and a copy with the Secretary of State's Office and a copy with the Tuolumne County Elections Office.

If you do not form a committee:

File Form 470-Officeholder and Candidate Campaign Statement Short Form if you do not anticipate raising contributions totaling \$1000 (or more) or spending \$1000 (or more) during the calendar year. You must file the Form 470 either when filing the Declaration of Candidacy or no later than the filing deadline for the first campaign statement. This form is only filed once. Local candidates file an original and a copy with the Tuolumne County Elections Office. State candidates file an original and a copy with the Secretary of State's Office and a copy with the Tuolumne County Elections Office.

Supplemental Form 470

An officeholder/candidate who has filed Form 470 in connection with an election and subsequently received contributions (including monetary and non-monetary contributions, loans, and the candidate's personal funds) totaling \$1000 or more or makes expenditures totaling \$1000 or more prior to the election, is required to send written notification. The notification must be sent within 48-hours of receiving contributions totaling \$1000 or more or making expenditures of \$1000 or more. The notification must include the name and address of the candidate, the elective office, and

the date of election for which the Form 470 was filed and the date contributions or expenditures totaling \$1000 or more were received or made. The form 470 Supplement may be used as the written notification.

Form 700 – Statement of Economic Interests

All candidates must complete a Form 700 Statement of Economic Interests and file it by August 8, 2014. On the first page, section 3 “Type of Statement”, mark the box in the lower left-hand corner that reads “Candidate”. Report investments, interests in real property, and business positions held on the date of filing your Declaration of Candidacy. In addition, report income (including loans, gifts and travel payments) received during the 12 months prior to the date of filing your Declaration of Candidacy.

CANDIDATE’S STATEMENT OF QUALIFICATIONS

The Candidate’s Statement of Qualifications, published in the Sample Ballot Booklet, is optional and is left entirely to candidates to determine if they wish to have one. The Statement of Qualifications may include the candidate’s age, occupation (which does not have to match the Ballot Designation that appears below the candidate’s name on the ballot) and a 200 or 400 word description of the candidate based on the Notice of Election submitted to the county elections official by Special or School Districts (250 words for candidates for Legislative office who meet eligibility requirements to submit a Statement). The statement must be filed at the same time the Declaration of Candidacy is filed. In the case of local offices the fee for publication of the statement will be calculated at the close of the filing period based on how many candidates have filed Declarations of Candidacy for that particular office. **Candid IF NO PAYMENT IS RECEIVED BY 5:00 P.M. ON THAT DATE, THE STATEMENT WILL NOT BE PUBLISHED – NO EXCEPTIONS!** No reference to political party affiliation or any mention of political party membership or activity is permitted for candidates for non-partisan office. No mention of political opponents is allowed; the purpose of the Statement is to explain to voters the Candidate’s qualifications and experience.

See “Offices to Which Candidates are to be Elected” for more information. If you purchase a Candidate Statement in Tuolumne County, you may purchase a Candidate Statement in any other counties that are shared by the district. Separate checks are required for separate counties.

Statements must be filed no later than 5 p.m. on the last day of the nomination period. Statements must be filed at the time Nomination Documents are filed.

A Candidate Statement may be withdrawn, but not changed, during the period for filing Nomination Documents and until 5 p.m. of the next working day after the close of the nomination period. Statements are confidential until after the close of the nomination period.

California Elections Code intends for uniformity of appearance of each Statement of Qualifications. By preparing your Statement in accordance with the following guidelines, each Statement will be uniformly printed and allowed the same amount of

space in the Sample Ballot booklet. This avoids favored composition or printing of one Candidate's Statement over another.

All Statements shall be printed in a uniform size, darkness, and with uniform spacing (EC Sec. 13307(b)). All Statements will be set in a justified format, so as to fit within a 1/4 page space. Entire Statements of Qualifications or phrases in all capital letters, multiple indentations, circles, or arrows are prohibited. Generally, any characters that can be produced from a standard keyboard are acceptable (i.e., !, @, *, -, (), %, #).

Because the Election Code mandates that all Statements must be uniform, **bolded**, CAPITALIZED, *italicized*, and underlined words are not acceptable. Indentations, bullets, or multiple underscoring will not be allowed. Items in a list will not be allowed unless the list is in the form of a paragraph. All Statements of Qualifications should be checked by the candidate for spelling, punctuation and grammar. The County Elections official will not edit any material to correct mistakes. **Statements with spelling, punctuation and grammatical errors will be printed exactly as submitted.**

Nothing in the foregoing shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Sample Ballot Booklet.

Copies of all Candidate Statements will be available for public inspection at the Elections Office after the expiration of the filing deadline. (EC Sec. 13311)

Note: It is the responsibility of the candidate, if he/she has any questions concerning the guidelines for filing a Statement, to request assistance or clarification. If a Candidate Statement is submitted and found not to be in compliance with these guidelines, the County Clerk will make the necessary formatting changes to bring the statement into compliance – but the County Clerk will not correct spelling or grammatical errors.

If a candidate wishes to have a Candidate Statement appear in Spanish as well as English, the charges will be doubled and the candidate will also pay for the translation by an approved Spanish language translator retained by the company that prints Tuolumne County's Sample Ballot Booklet.

WORD COUNTING GUIDELINES

The guidelines listed below are used by the county elections official for counting words:

- Name, age, and office title (located at the top of the form) are not counted, only the text
- The "signature" line at the end of the statement is not counted
- Punctuation marks are not counted as words
- Geographical names such as cities, towns or states are counted as one (1) word Examples: Los Angeles, City and County of San Francisco, Tuolumne County
- Words such as "a", "I", "the", "and", "an", are counted as individual words
- Monetary amount such as \$1,000.00 is counted as one (1) word
- Abbreviations are counted as one (1) word Examples: UCLA, U.S.A.F., PTA, AFL-CIO

- Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- Numeric combinations are counted as one (1) word
Examples: 2008, 13½, 2009-10, 5%, 2/5/2008
- Any number, which is spelled out, such as “one” shall be considered as a separate word or words. “One” shall be counted as one word, whereas “one hundred” shall be counted as two words

Words will be counted by Elections Staff when submitted. If the text exceeds the word limit, the author will be asked to delete or change a sufficient number of words or sentences until the statement is within the required word limit.

CANDIDATE/VENDOR SERVICES

All services must be **paid for when ordered** except vote by mail ballot services. Vote by mail ballot services will be provided upon receipt of the request and a check made payable to the Tuolumne County Elections Office for an amount “Not to Exceed \$_____” written below the line provided for the amount. Leave the space after the dollar sign blank.

XXXXX XXXXX XXXXX	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <h3 style="margin: 0;">EXAMPLE</h3> </div>
Pay to the order of <u> <i>Tuolumne County Elections Office</i> </u> \$ _____	
_____ Dollars	
<i>Not to exceed <amount></i>	
Memo _____	_____ <i>Candidate's Signature</i>

A running balance will be maintained. You will be notified to submit an additional check if the balance reaches the maximum amount noted on the first check. A receipt and copy of the completed check(s) will be provided at the close of the vote by mail ballot mailing period (E-7). All payments are non-refundable. Allow at least 24 hours for production. Staff will make every reasonable effort to provide a completion time when you place an order. Requests for data not associated with an impending election may be delayed until after the election.

Anyone ordering voter registration information must complete a Tuolumne County Request for Voter Information Application form and provide a copy of the driver's license of the person completing the application form. The applicant must sign under penalty of perjury that the voter registration information will be used only for election, governmental, or research purposes as defined by Title 2, Division 7, Article 1, Section 19003 of the California Code of Regulations, and Elections Code section 2194 and Government Code section 6254.4. The applicant must also sign an acknowledgement of receipt of Government Code Section 84305, which covers requirements for mass mailings by candidates/campaigns.

The Elections Office offers a variety of voter-related products. However, **technical support and instruction regarding software/file formats are not available.**

PRINTED ALPHABETIZED VOTER LIST/STREET INDEX

Lists are available by precinct, district or countywide. Alpha lists are in last name alphabetical order within each precinct, district or countywide. Walking lists are in street name alphabetical order within each precinct. Lists can be limited to a particular political party. There are minor differences between lists of voters eligible for a specific election and lists not associated with an election. The cost for a district list is \$34.00; the cost for a countywide list is \$57.00.

VOTE BY MAIL ALPHABETIZED LISTS

Vote by mail alpha lists include the names of all people who have requested a vote by mail ballot for an upcoming election. The list indicates whether a voter has returned a ballot and the Elections Office has checked the ballot for the correct signature and address. Lists of registrants for mail ballot precincts are available as soon as precinct consolidation has been finalized for an upcoming election. Lists of permanent vote by mail voters are available at all times. Vote by mail ballot services will be provided upon receipt of the request and a check made payable to the Tuolumne County Elections Office for an amount "Not to Exceed \$_____". A running balance will be maintained. These lists can be provided in flat file format, comma or tab delimited, and provided to you on CD, via email or printed. The cost is \$37.75 for set-up and first run, if provided on CD or in printed format. The cost is \$34.50 for set-up and first run, if provided via email.

VOTER INDEX

This report lists voter name, residence address (not mailing address if different from residence), telephone number and political affiliation. It is printed alphabetically by street name, then sequentially by house number. The cost is \$.10 per page or any portion thereof plus \$28.50 set-up fee per report.

VOTE BY MAIL VOTER MAILING LABELS

Mailing labels of voters who have requested a Vote by Mail Ballot may be ordered by individual voter or by household or surname household. Note: More than one label will be printed for households in which household members are affiliated with different parties or have differences in the surname, such as Jr., Sr., or hyphenated names. The cost is \$28.50 for set-up, plus \$.03 per label.

STATEMENT OF VOTE

Final official election results are only available in printed format, at a cost of \$.10 per page.

CAMPAIGN DISCLOSURE FORMS

Campaign Disclosure forms are available at a cost of \$.10 per page.

CAMPAIGN DISCLOSURE INFORMATION

The Political Reform Act of 1974 requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state ballot measures who control a ballot measure committee, and committees supporting or opposing state and local candidates, all measures, and petition circulation drives to file campaign disclosure statements disclosing contributions received and expenditures made.

It is the responsibility of candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner. All candidates will sign an “FPPC Information Acknowledgment” form. The Elections Office may send reminders, but not receiving a reminder cannot be used as the reason for late or non-filing. The law provides for a \$10 per day late filing penalty for a statement filed after the prescribed deadline. The method of delivery (mail, in person, fax) that is acceptable varies between deadlines. Any person who violates any provision of the Political Reform Act may be liable in an administrative proceeding for an amount up to \$5,000 per violation (GC 83116c).

All disclosure statements are a matter of public record. They may be inspected at the Elections Office by anyone, and copies can be purchased at ten cents (\$.10) per page.

The Elections Office has some Fair Political Practices Commission (FPPC) manuals and addenda for review. Candidates and/or treasurers should request their copies directly from the FPPC. It is strongly recommended that each candidate, treasurer and committee – especially those who file Form 410 – thoroughly review FPPC documents. If you have a question that is not answered by the documents, contact the FPPC toll-free at 1-866-275-3772.

The FPPC has recently simplified and/or consolidated filing forms. However, these changes are not reflected in FPPC manuals, and information therein does not always correspond with recently updated forms and filing requirements. It is the responsibility of the candidate or committee to clarify inconsistencies and/or solicit answers to questions by contacting the FPPC toll-free at 1-866-275-3772. All FPPC forms, instructions and inquiries may be accessed at the FPPC web site: www.fppc.ca.gov.

A candidate who will not receive contributions from others and whose only expenditures will be from personal funds for the filing fee and/or statement of qualifications in the Sample Ballot Booklet does not need to file Form 501 or 410. If the candidate has not already filed an annual Form 470, the candidate is encouraged to file a Form 470 at the time of filing nomination papers, and must do so no later than the first pre-election filing.

Candidates and officeholders who make campaign-related expenditures from personal funds not to exceed \$1,000 must file Form 501. Candidates who plan to use personal funds exceeding \$1,000 to pay campaign-related expenses, other than filing fees and/or statement of qualifications in the Sample Ballot Booklet, deposit those funds into an appropriate campaign bank account prior to making the expenditure and file Forms 501 and 410.

Before a candidate may solicit or receive any contributions from others, a Candidate Intention, Form 501, must be filed. If the Candidate files a Form 470 and receives contributions, a bank account must be opened. If the Candidate files a Statement of Organization Form 410, the bank account information is provided on the Form 410. Contributions of \$100 or more may not be received in cash, but must be on a written instrument that shows both the recipient's and contributor's names.

Before a candidate may make any campaign expenditures, other than using personal funds for the 1) filing fee, 2) Candidate Statement of Qualifications, and/or 3) up to \$1,000 for campaign expenditures, a bank account must be opened.

A Form 470 may be filed annually, when submitting a Declaration of Candidacy, or no later than the deadline for the first pre-election campaign statement if the officeholder or candidate does not have an active controlled committee and will not receive \$1,000 in contributions during the year.

If an officeholder or candidate files a Form 470 in connection with an election, and subsequently receives more than \$1,000 in contributions, a Form 470 Supplement must be filed with the Secretary of State, the local filing officer, and with each opposing candidate within 48 hours. Regular mail may not be used.

If an officeholder or candidate receives \$1,000 in contributions, including personal funds used for campaign-related expenses, a Statement of Organization Form 410 must be filed. See the FPPC manual for deadlines.

Once a Form 410 has been filed, the officeholder or candidate must file an Officeholder/Candidate/Controlled Committee Campaign Statement, California Long Form 460 for all pre-election and semi-annual filings, whether or not it is an election year. The controlled committee is considered active until the Form 410 Termination has been filed. Whenever there is a change in any of the information contained in a Statement of Organization Form 410, an Amendment to Campaign Disclosure Statement, Form 405, shall be filed with the Secretary of State and a copy filed with the local elections officer within 10 days to reflect the change.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State will provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial Campaign Statement on behalf of the committee.

CAMPAIGN DISCLOSURE FORMS

Depending on the form, the forms listed below or copies of the originals must be filed with the Elections Office, the Secretary of State, and/or the Fair Political Practices Commission. Each form specifies where it must be filed. Amendments to forms must be filed in the same place(s) as the original form.

Form 405 – Amendment to Campaign Disclosure Statement

Form 410 – Statement of Organization

Form 460 – Consolidated Campaign Disclosure Form – long form

Form 465 – Supplemental Independent Expenditure Report
Form 470 – Officeholder/Candidate Campaign Statement – Short Form
Form 470 – Supplement
Form 495 – Supplemental Pre-Election Campaign Statement
Form 496 – Late Independent Expenditure Report
Form 497 – Late Contribution Report
Form 501 – Candidate Intention Statement
Form 700 – Statement of Economic Interests

All above forms are available in an interactive format on the Fair Political Practices Campaign website, located at www.fppc.ca.gov.

CODE OF FAIR CAMPAIGN PRACTICES

At the time an individual files his/her Declaration of Candidacy, Nomination Paper/Petition, or any other paper evidencing an intention to be a candidate for public office, the Elections Office will give the individual a blank form of the Code of Fair Campaign Practices. The Elections Office will inform each candidate for public office that subscription to the Code is voluntary. (EC Sec. 20440)

The Legislature hereby declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters. (EC Sec. 20400)

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and encourage candidates to discuss issues instead of untruths and distortions. (EC Sec. 20400)

The Elections Office will accept, at all times prior to the election, all completed forms which are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election. (EC Sec. 20442) Every code subscribed to by a candidate for public office pursuant to Chapter 6 of Division 20 of the Elections Code is a public record open for public inspection. (EC Sec. 20443) In no event shall a candidate for public office be required to subscribe to or endorse the Code. (EC Sec. 20444)

POLITICAL SIGNS

A political sign is any type of posted advertisement used to promote or defeat a candidate and/or measure for an election. Any type of advertising viewed by the public can fall under political sign regulations.

STATE: The State Department of Transportation is prepared to answer questions about state regulations of campaign signs. For information, call (916) 654-4790. The Tuolumne County Elections Office provides a Cal Trans information sheet prepared for candidates.

COUNTY OF TUOLUMNE: Temporary noncommercial signs shall be permitted in conjunction with an election. Such signs shall not be erected more than ninety (90) days prior to the election and shall be removed within ten (10) days after the election. (Tuolumne County Ordinance Section 17.62.050A.8) Contact Tuolumne County Code Compliance for additional information at (209) 533-5517.

CITY OF SONORA: City of Sonora Sign Ordinance states, "Noncommercial signs may be erected in conformity with this chapter in all zones, on a temporary basis only. In each instance and under the same conditions to which this chapter permits any sign, a sign containing an ideological, political or other noncommercial message and constructed to the same physical dimensions and character shall be permitted. (Ord.746 § 1 (part), 2000: Ord. 432 §13(A)(1)(e), 1972.)." Small signs attached to lawn spikes are allowed. In most cases, the sign shall not exceed an area of six (6) square feet. Contact City of Sonora Planning Department for additional information at (209) 532-3508.

PACIFIC GAS & ELECTRIC COMPANY: PG&E has adopted a firm policy of not permitting the attachment of candidate/campaign materials to PG&E poles or other facilities. The U.S. Supreme Court has made it clear that third parties have no right to use utility property to communicate messages to the public [Pacific Gas and Electric Company v. Public Utilities Commission, 475 U.S. 1 (1986)]. Also, the placement of signs, pictures, or other forms of advertising on private property without the owners' permission is restricted under California Law (Penal Code §556.1 and 593).

NOTE: THE LOBBY OF THE TUOLUMNE COUNTY ELECTIONS OFFICE SERVES AS A POLLING PLACE STARTING 29 DAYS BEFORE AN ELECTION THROUGH ELECTION DAY. NO POLITICAL SIGNS MAY BE POSTED IN BUILDING WINDOWS, ON VEHICLES OR ANY OTHER VENUE WITHIN 100 FEET OF THIS OFFICE. (EC Sec. 18370)

POLL WATCHER GUIDELINES

Poll watchers may not interfere in any way with the conduct of the election or with the vote count following the close of the polls. Any person who interferes with the election or with a voter is punishable by imprisonment for 16 months or two or three years. (EC Sec. 18502)

The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the polls. Do not ask to use the telephone or other facilities; the Elections Office must have the means of direct contact to all of our polling places at all times. The area between the official table and the voting booths is for voters only and may not be used as a poll watcher post. (EC Sec. 14221) Poll watchers may not sit at the official table or handle any official voting equipment, supplies, or ballots. (EC Sec. 14223) Two indexes, in alphabetical order, with one updated hourly to indicate persons who have voted, are posted in a public-accessible place at the polling place for reference by the public or any poll watchers. Information may be copied from these indexes, but they must never be removed from their posting positions.

Poll watchers may not wear candidate/measure badges, discuss candidates/measures or bring any campaign material into the polling place. This activity constitutes electioneering and is illegal. Electioneering may not be conducted within 100 feet of a polling place, defined as 100 feet from the room or rooms in which voters are signing the Roster-Index and casting ballots. The "Polling Place 100 Feet" signs, which are posted outside of each polling place, indicate the 100-foot boundary for electioneering. (EC Sec. 18370)

NOTE: Because the lobby of the Tuolumne County Elections Office serves as a polling place starting 29 days before the Election through Election Day, the above guidelines apply to that office during that period.

NEWS MEDIA EXIT POLLS

Members of the news media are permitted to conduct voter surveys outside of polling places on Election Day. Surveys may take place no closer than 25 feet from the door to the polls. It is prohibited to videotape, photograph or otherwise record a voter entering or exiting the polling place. Please notify the Elections Office of any such behavior.

LEGISLATIVE INTENT/CAMPAIGN LITERATURE

The following code sections pertaining to campaign literature and related matters have been reproduced in full for your information. The Legislature Finds and Declares:

That a need exists for adequate identification of the source of campaign appeals directed at the voters in order to assist them in making rational decisions at the polls.

That by requiring such identification of campaign literature, the public is better able to evaluate the source of campaign material, may be more adequately informed, and can better distinguish between truth and falsity.

That by requiring identification, anonymous attacks, which cannot adequately be responded to in the heat of a campaign, will be discouraged.

That by requiring identification, a candidate who believes he/she has been libeled may more readily seek redress in a civil action for damages.

That limiting identification requirements to pejorative campaign material is inadequate because subtle attacks on candidates or measures can be framed which appear to be supportive but, in fact, are pejorative.

That a distinction needs to be made between campaign materials of small size that usually carry little more than a "Vote for _____" message, such as is often the case with buttons, matchbooks, pens, and the like on the one hand, and campaign materials which carry more complex messages on the other. In the case of the former, because of their characteristically small size and limited content, it would be an undue burden to require that identification as to source be included.

Gov. Code Sec. 84305. Manner of Sending Mass Mailings. (200 or more of identical or nearly identical pieces of mail)

84305. (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

EC Sec. 20000. Name of Chapter.

This chapter shall be known and may be cited as the Truth in Endorsements Law.

EC Sec. 20008. Political Advertisement Requirements.

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter. As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

EC Sec. 20009. Simulated Ballot Requirements.

Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of such statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

NOTICE TO VOTERS (Required by Law)

This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State. This is an unofficial, marked ballot prepared by (insert name and address of the person or organization responsible for preparation thereof).

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered. The Superior Court, in any case brought before it by a registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

EC Sec. 16. Literature Requirements.

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

EC Sec. 18301. Printing of Simulated Sample Ballots.

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor.

EC Sec. 18302. Distribution of Precinct Polling Place Information.

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at sometime not more than 30 days prior to such mailing or distribution.

EC Sec. 20202. Authorization to Use Candidate or Committee Name.

It is unlawful for any person who solicits funds for the purpose of supporting or promoting any candidates or committees to include in any part of its name the name of that candidate or committee unless that person shall have previously obtained the authorization of the candidate or committee or the candidate's or committee's designated agent to use the candidate's or committee's name in the name of that person.

Authorization by a candidate or committee shall not be construed as rendering the person soliciting funds a controlled committee as defined by Section 82016 of the Government Code.

EC Sec. 20203. Notice of Non-authorization to Be Included In Fundraising Communication.

Any person who solicits or receives contributions on behalf of any candidate or committee for the purported and exclusive use of that committee or the candidate's election campaign and who is not authorized by the candidate or committee or the candidate's or committee's designated agent to do so, shall include a notice in any fundraising communication, whether through any broadcasting station, newspaper, magazine, printed literature, direct mailing, or any other type of general public advertising, or through telephone or individual oral fundraising appeal, clearly and conspicuously stating that the person is not authorized by the candidate or committee and that the candidate or committee is not responsible for the actions of that person.

EC 18576. Willful Interference with Return Of Absent Voter Ballot Application.

Any person who willfully (a) interferes with the prompt delivery of a completed absent voter ballot application, (b) retains a completed absent voter ballot application, without the voter's authorization, for more than three days excluding weekends and state holidays, or by the deadline for return of absent voters' ballot applications, whichever is earlier, or (c) denies an applicant the right to return his or her own completed absent voter ballot application to the local elections official having jurisdiction over the election, is guilty of a misdemeanor.

RESOURCES

TUOLUMNE COUNTY ELECTIONS OFFICE

(209) 533-5570

Contact us for information regarding the nomination process or any information listed in this handbook.

TUOLUMNE COUNTY CODE COMPLIANCE

(209) 533-5517

Contact this agency regarding political sign restrictions and/or regulations on county property.

CITY OF SONORA PLANNING DEPARTMENT

(209) 532-3508

Contact this agency regarding political sign restrictions and/or regulations on city property.

PACIFIC GAS AND ELECTRIC COMPANY

(800) 743-5000

Contact this agency regarding political sign restrictions on PG&E property.

FAIR POLITICAL PRACTICES COMMISSION

(916) 322-5660 or (866) 275-3772 Monday through Friday from 9 a.m. to 12 p.m. and 1:30 p.m. to 4:30 p.m. Fax (916) 322-3711 <http://www.fppc.ca.gov>

Contact the Technical Assistance Division for information concerning Campaign Disclosure, Conflict of Interest Disclosure and contribution limits.

Legal Division

Contact the Legal Division for information concerning Conflict of Interest disqualification and proper use of campaign funds.

Enforcement Division (800) 561-1861

Contact the Enforcement Division for information concerning how to file a complaint under the Political Reform Act.

STATE FRANCHISE TAX BOARD

(800) 852-5711-(800) 338-0505 <http://www.ftb.ca.gov>

Contact the Franchise Tax Board for information concerning Committee tax status, tax-deductible contributions, charitable non-profit groups or any other tax related question.

SECRETARY OF STATE

Political Reform Division (916) 653-6224 Fax (916) 653-5045 <http://www.ss.ca.gov>

Contact the Political Reform Division for information concerning Forms 501 or Form 410, political reform, Campaign Committee ID numbers and termination of Campaign Committees.

Elections Division (916) 657-2166

Contact the Elections Division for information concerning the Elections Code, certified list of candidates and statewide elections results.

FEDERAL ELECTIONS COMMISSION

(800) 424-9530 <http://www.fec.gov>

Contact the Federal Elections Commission for information concerning federal Campaign Disclosure requirements or contributions from national banks, national corporations and foreign nationals.

OFFICES TO WHICH CANDIDATES ARE TO BE ELECTED

The term of office for all positions is 4 years, unless otherwise indicated. Subject to change – contact the Elections Department for actual openings.

UNITED STATES PARTISAN OFFICES

U.S. Congress, 4th District (2 year term)

STATE LEGISLATIVE PARTISAN OFFICES

Governor	Attorney General
Lieutenant Governor	Insurance Commissioner
Secretary of State	Board of Equalization, District 1
Controller	State Senate, 8 th District
Treasurer	State Assembly 5 th District (2 year term)

STATE LEGISLATIVE NON-PARTISAN OFFICES

Superintendent of Public Instruction

SPECIAL AND SCHOOL DISTRICTS

SEATS **TERM**

COUNTY BOARD OF EDUCATION

Trustee Area 4	1
Trustee Area 6	1
Trustee Area 7	1

ELEMENTARY SCHOOL DISTRICTS

Bellevue School District	2	
Big Oak Flat/Groveland Unified School District	3	
Columbia Union School	3	
Curtis Creek School	3	
Jamestown School District	3	
Sonora School District	3	
Soulsbyville School District	3	
Summerville School District	3	
Twain Harte/Long Barn Union School District	4	1 position is a 2-yr term

HIGH SCHOOLS

Sonora Union High School – Trustee Area 1	1	
Sonora Union High School – Trustee Area 2	2	
Summerville Union High School District	3	1 is a vacant position

COMMUNITY COLLEGE DISTRICTS

Yosemite Community College District TA #1	1
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FIRE PROTECTION DISTRICTS

Columbia Fire Protection District	2	1 position is a 2-yr term
Jamestown Fire Protection District	2	1 position is a 2-yr term
Mi-Wuk Sugar Pine Fire Protection District	3	
Strawberry Fire Protection District	4	1 position is a 2-yr term
Tuolumne Fire District	5	2 positions are 2-yr terms/1 vacant

COMMUNITY SERVICES DISTRICTS

Lake Don Pedro Community Services District	2
Groveland Community Services District	3

Twain Harte Community Services District	2	
<u>SANITARY DISTRICTS</u>		
Jamestown Sanitary District	3	
Tuolumne Sanitary District	4	1 position is a 2-yr term/ 2 vacancies
<u>PARK AND RECREATION DISTRICTS</u>		
Tuolumne Park and Recreation District	3	
<u>UTILITIES DISTRICTS</u>		
Tuolumne Utilities District	3	1 position is a 2-yr term

CANDIDATE STATEMENT OF QUALIFICATIONS FEES

	<u>1</u> <u>Candidate</u>	<u>2</u> <u>Candidates</u>	<u>3</u> <u>Candidates</u>	<u>4</u> <u>Candidates</u>
<u>Countywide Offices</u>	\$1,302.87	\$678.94	\$470.96	\$366.97
<u>COUNTY BOARD OF EDUCATION</u>				
Trustee Area 4	\$255.47	\$155.23	\$121.82	\$105.12
Trustee Area 6	\$200.32	\$127.66	\$103.44	\$91.33
Trustee Area 7	\$242.18	\$148.59	\$117.39	\$101.80
<u>School Districts</u>				
Bellevue School District	\$97.27	\$76.13	\$69.09	\$65.57
Big Oak Flat/Groveland Unified School District	\$184.22	\$119.61	\$98.07	\$87.30
Columbia Union School District	\$207.97	\$131.48	\$105.99	\$93.24
Curtis Creek School District	\$276.40	\$165.70	\$128.80	\$110.35
Jamestown School District	\$167.71	\$111.36	\$92.57	\$83.18
Sonora School District	\$261.30	\$158.15	\$123.77	\$106.58
Soulsbyville School District	\$168.32	\$111.66	\$92.77	\$83.33
Summerville School District	\$155.64	\$105.32	\$88.55	\$80.16
Twain Harte/Long Barn Union School District	\$194.88	\$124.94	\$101.63	\$89.97
Sonora Union High School, Trustee Area 1	\$372.00	\$213.50	\$160.67	\$134.25
Sonora Union High School, Trustee Area 2	\$578.91	\$316.95	\$229.64	\$185.98
Summerville Union High School	\$293.30	\$174.15	\$134.43	\$114.58
<u>Special Districts</u>				
CSD – Don Pedro	\$73.52	\$64.26	\$61.17	\$59.63
CSD – Groveland	\$136.72	\$95.86	\$82.24	\$75.43
CSD – Twain Harte	\$89.62	\$72.31	\$66.54	\$63.65
Fire – Columbia	\$72.31	\$63.65	\$60.77	\$59.33
Fire – Jamestown	\$71.30	\$63.15	\$60.43	\$59.08
Fire – Mi-Wuk Sugar Pine	\$81.17	\$68.08	\$63.72	\$61.54
Fire – Strawberry	\$57.62	\$56.31	\$55.87	\$55.65
Fire – Tuolumne	\$89.62	\$72.31	\$66.54	\$63.65
Park & Recreation – Tuolumne	\$147.58	\$101.29	\$85.86	\$78.15
Sanitary – Jamestown	\$101.69	\$78.35	\$70.56	\$66.67
Sanitary - Tuolumne	\$89.62	\$72.31	\$66.54	\$63.65
Utilities – Tuolumne Utilities District	\$1,139.85	\$597.42	\$416.62	\$326.21

CANDIDATE'S QUICK REFERENCE CALENDAR

*Indicates legally mandated date falls on a holiday or weekend, so the deadline indicated herein has been extended to the next business day.

July 14 – August 8

Period for filing Declarations of Candidacy.

July 14 – August 8

Candidates' statements are to be submitted at the time of filing the Declarations of Candidacy.

5:00 p.m. – August 8

Deadline to file Declarations of Candidacy. (If an incumbent of an office does not file for re-election, the filing period for that office will be extended, for anyone except the incumbent, to 5:00 p.m., August 13)

5:00 p.m. – August 9*

Deadline to withdraw Candidate Statement.

August 13

Last day of extended filing period when an incumbent does not file by the regular filing deadline. The incumbent may not file during the extended filing period. (Deadline for withdrawal when an incumbent has not filed by the regular filing deadline.)

August 14

Last day to withdraw a Candidate Statement if there was an extension of filing.

August 14

Randomized alphabet drawing by Secretary of State, which determines the order of names on the ballot of all candidates.

September 8* – October 21

Declaration of write-in candidate and Nomination Paper filing period.

October 6

Last day for a person to register to vote and be eligible to receive election materials, such as the Sample Ballot booklet.

October 6– October 28

Vote by Mail Ballot Application Period – Applications may be sent to the County Elections Office to apply for a vote by mail voter ballot.

October 20

Last day for a person to register to vote in this election. Voters who register between October 6 and October 20 will not receive election materials such as the Voter Information Pamphlets, but they will be notified of the location of their polling place.

November 4, 2014

ELECTION DAY

November 6-Dec 2

County Clerk commences official canvass.

CANDIDATE'S DETAILED ELECTION CALENDAR

*Indicates legally mandated date falls on a holiday or weekend, so the deadline indicated herein has been extended to the next business day.

July 14 to August 8 (E-113 to E-88)

CANDIDATE FILING PERIOD

During this period, Declarations of Candidacy are issued by the county elections official. Nominating signatures are not required. Declarations may not be withdrawn after E-88.

NOTE: Statement of Economic Interests Form 700 must also be filed by August 8. Forms are available from the Elections Office and online at www.fppc.ca.gov . (EC Secs. 8020, 8041, 8061, 8100, 8105, 8106)

July 14 to August 8 (E-113 to E-88)

CANDIDATE STATEMENT OF QUALIFICATIONS

During this period, candidates who wish their statements included in the voters pamphlet shall file Statements of Qualifications on a form provided by the County Elections official. The statement may contain no more than 200 or 400 words based on the Notice of Election submitted to the county elections official by Special or School Districts, or 250 words for State Legislative Offices; State Legislative candidates must pledge to abide by campaign spending limits per voter-approved Proposition 34. The statement must be filed at the same time the Declaration of Candidacy is filed.

August 8 (E-88)

CANDIDATE FILING PERIOD

Deadline for candidates to file Declarations of Candidacy. (EC 10407) If filing period extends due to an incumbent's failure to file, see E-83.

August 9* to August 13 (E-87 to E-83)

NOMINATION PERIOD EXTENSION

If an incumbent does not file a Declaration of Candidacy by 5 p.m. on E-88 (August 8), any person other than the incumbent may file a Declaration of Candidacy by 5 p.m. on August 13. This provision does not apply if there is no incumbent eligible to be elected.

August 9 (E-87)*

WITHDRAWAL OF CANDIDATE STATEMENT

Deadline to withdraw a Candidate Statement. (EC 13313) Ten-day public examination period for Candidate's Statements is August 10 through August 19. (In the case of an office where filing is extended until August 13 because the incumbent did not file, the deadline to withdraw a candidate's statement will be August 14 and the public examination period will be August 13 through August 22.) During the ten-day public examination period, a voter of a jurisdiction in which an election is being held may seek a writ of mandate or an injunction requiring any or all of the material in the Voter Information Pamphlet to be amended or deleted.

August 13 (E-83)

INSUFFICIENT NOMINEES

Special Districts – If no one has been nominated or an insufficient number of persons has been nominated to fill an office or offices, and a petition signed by 10%, or 50, voters (whichever is the smaller number) has not been submitted, the election official shall certify this fact to the Board of Supervisors. A person who has filed a Declaration of Candidacy shall be appointed at a regular or special meeting held prior to the first Monday before the first Friday in December. If no one filed, another qualified person shall be appointed by the Board of Supervisors and shall take office and serve as if elected. (EC 10515)

School Districts – If only one person has been nominated or there are no nominees for the office to be filled or in the case of members elected at large or by trustee areas, there are fewer nominees than the number to be elected, and no petition is signed by 10% of the voters or 50 voters, (whichever is the smaller number), an appointment will be made. The qualified person nominated shall be seated at the organizational meeting of the board, or if an insufficient number is nominated, the governing board shall appoint as necessary at a meeting prior to Election Day. Persons so appointed shall be seated at the organizational meeting as if they had been elected. In the event no one is nominated, the governing board shall publish a notice one time in a newspaper of general circulation in the district stating the board intends to make an appointment and informing the public how to apply for the office. (Ed Code 5326, 5328, 5328.5)

August 14 (E-82)

RANDOMIZED ALPHABET DRAWING

The Secretary of State shall conduct the randomized alphabet drawing to determine the order of Federal, State and County candidates' names on the ballot. The County Elections Official will conduct a public drawing to determine the order of State Assembly candidates' names on the ballot. (EC Sec. 13112(b))

August 14 (E-82)

WITHDRAWAL OF CANDIDATE'S STATEMENT AFTER EXTENSION ON FILING

If there has been an extension of filing, the deadline for withdrawal of a candidate's statement is August 12. The 10-day public examination period for candidate statements is from August 13 through August 22. (EC Sec. 13307)

August 13

Last day to pay for Candidate Statement publication in the Sample Ballot Booklet.

IF NO PAYMENT IS RECEIVED BY 5:00 P.M. ON THIS DATE, THE STATEMENT WILL NOT BE PUBLISHED – NO EXCEPTIONS!

September 8 through October 21 (E-57 to E-14)

STATEMENT OF WRITE-IN CANDIDACY AND DECLARATION PERIOD

During this period all write-in candidates must file their Statement of Write-In Candidacy and Nomination papers with the County Elections official. (EC Sec. 8600-8605)

October 6 (E-29)

REGISTRATION CLOSES FOR VOTERS WHO WANT ELECTION MATERIALS

Last day to register to vote in the General Election **and** receive election materials, such as the Sample Ballot Booklet. (EC Secs. 2102, 2107)

October 6 – October 28 (E-29 to E-7)

VOTE BY MAIL BALLOT APPLICATION PERIOD

Between these dates, applications may be sent to the County Elections official to apply for a vote by mail voter ballot. Applications received before October 4 shall remain unprocessed until this period. (EC Secs. 3001, 3003)

October 20 (E-15)

LAST DAY TO REGISTER TO VOTE

Voters who register between October 4 and October 18 will not receive election materials such as the Voter Information Pamphlets, but they will be notified of the location of their polling place. (EC 2102, 2107)

October 21 (E-14)

WRITE-IN CANDIDATE DECLARATION DEADLINE

Last day for a candidate to file a Statement of Write-In Candidacy and Nomination papers, if applicable, with the County Elections official stating that he/she is a write-in candidate for a particular office in the General Election. (EC Secs. 8600-8605)

October 24 (E-11)

PROCESSING VOTE BY MAIL BALLOTS

County Election's official may commence the processing of vote by mail ballots on the 7th business day before the election. A vote count cannot be released until 8 p.m. on Election Day. (EC Sec. 15101)

October 28 (E-7)

LAST DAY FOR VOTE BY MAIL BALLOT APPLICATIONS

Last day that the County Elections official may receive a vote by mail ballot application (exception – emergency vote by mail ballots may still be issued from the County Elections office up through Election Day). Voters may drop off their completed vote by mail ballot at any polling place or at the Elections office between 7 a.m. and 8 p.m. on Election Day. (EC Secs. 3001, 3021)

October 29 (E-6)

FIRST DAY TO RECEIVE HAND-DELIVERED VOTE BY MAIL BALLOT APPLICATIONS

First day to receive hand-delivered vote by mail ballot applications for persons unable to go to the polls because of illness or disability, physical handicap, or conditions causing the voter's absence from the precinct on Election Day. (EC Sec. 3021)

November 3 (E-1)

REMOVAL OF POLITICAL SIGNS

Candidates/campaigns must remove all political signs posted within 100 feet of the entrance to a polling place (list of Tuolumne County polling places may be purchased at the Elections Office – 10 cents per page).

November 4 (E-Day)

ELECTION DAY

Polls open at 7 a.m. and close at 8 p.m. (EC Secs. 10541, 14212) Vote by mail ballots must be returned to the Elections official or to any polling place in Tuolumne County by 8 p.m. (EC Secs. 3017, 3020)

November 6 (E+2)

CANVASS ELECTION RETURNS

County Clerk commences official canvass no later than two days after the election. (EC Secs. 10547, 15301)

December 2 (E+28)

CERTIFICATION OF ELECTION RESULTS

Last day for the County Clerk to prepare a certified Statement of Vote and submit it to governing bodies.

December 4

ASSUMING OFFICE

Officers declared elected or appointed to special district seats take office this date at noon after having taken any oath or posted any bond required. (EC 10515, 10554) Officers elected to school office take office this date pursuant to ED Code 5017, though the time is not specified.

January 5, 2015

County Supervisors take office at noon on the first Monday after the January 1st succeeding their election. The swearing-In ceremony will be held in the Board of Supervisors Chambers at 12:00 noon. (Elected Superior Court Judges take office January 5, 2015 and are sworn in prior to that date. CA. Const. Art. VI §16; Gov. Code §24200)